

# APPLICATION PROCESS FOR NCNG TECHNICIAN POSITIONS

- ALL applications/resumes MUST be submitted through USA Jobs. HRO will not except any mailed/e-mailed/hand-delivered resumes. NO EXCEPTIONS.
- HRO reviews resumes for each position after the closing date of the opening, NOT before. The Staffing section reads all resumes to determine minimum qualifications, rank, and area of consideration. \*\*If you would like to call and verify that HRO received your information, please wait 24 hours after submission. HRO cannot view any submissions for 24 hours due to a required virus scan.
- Once the reviews are completed a packet of MINIMALLY qualified applicants is put together for the supervisor. The supervisor maintains the right to narrow qualified applicants down within 690-1 regulation.

# TIPS FOR APPLYING: TO DO

- 1) Find a good template to complete your resume or build one on USA Jobs. Have someone proof-read your resume!! You can also e-mail your resume to SGT Stevens, or MSG Mullins for review.
- 2) When writing your resume elaborate on your job description. Tell us what YOU did, not what the job required or what the PD says.
- 3) When adding dates include the months!! Every announcement has a “months of experience” requirement. HRO WILL COUNT MONTHS! If you put 2009-2010 this could be 2 months or 24. HRO will not count any time for a position when months are not quantifiable.
- 4) Be sure to include ALL documents required for the position. While most usually require only a resume, if you are using education you MUST include a transcript. Some openings also require certain certifications.
- 5) Include your MOS/Drill duty!! You will receive full-credit even though you only perform this job once a month. Just be sure you actually describe what you do in this position.

## TIPS FOR APPLYING: THE DO NOT'S

- 1) Your resume **MUST** be written in your own words. **\*\* DO NOT copy/paste PD's or MOS descriptions into your resume!** You will be automatically disqualified.
- 2) Do not include any documentation other than what is required in the announcement. Unless it is the resume, or other required documentation HRO is not going to look at it. Technician positions do not require DD-214's, a BIO Sketch, or NCOER/OER/1059, etc. It just creates more for HRO to sift through.
- 3) Bullet pointing your duties in the job description is not recommended. This hinders elaboration, causes brevity and turns into a list instead of a description.
- 4) Do not assume that the person reviewing your resume knows the duties required of your MOS. Job titles alone receive no credit. Describe what **YOU** do!!